# How to Approach Unit 9 Assignment 2 – Part C

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# How your Assignments are assessed.

Each assignment is made up of Tasks.

You have Pass Tasks, Merit Tasks and Distinction Tasks.

You must complete **ALL** pass tasks to achieve a **Pass**.

You must complete **ALL** merit tasks to achieve a **Merit**.

You must complete **ALL** distinction tasks to achieve a **Distinction**.

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# How your Assignments are assessed.

If you do not complete all PASS tasks, you have **NOT PASSED** the Assignment.

If you complete all PASS tasks, but do not complete all MERIT tasks you have **PASSED** the assignment.

If you complete **most** PASS tasks, and **all** MERIT and **all** DISTINCTION tasks, you have **NOT PASSED** the unit.

You will get a single resubmission attempt to improve your mark.

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# C.P5 Tasks

This is where you actually begin to plan your project

You will need to use the designs and documents you created in Part B of this Unit and Part B of your project unit.

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# C.P5, C.P6, C.P7

- You will need to select a methodology – this assumes Agile
- You should use either RAD or Agile. You can use the others, but these are better for you.
- The documentation required here needs to be produced as part of the methodology
- If you are using Agile, there needs to be lots of evidence of interaction with the client
- There needs to be lots of recorded meetings

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# C.P5 Phase the Project

You will split the project up into smaller tasks.

These will represent functional and non-functional requirements and for Agile this will represent your different Sprint Iterations.

You need to Identify your key stakeholders.

You need your requirements to be accepted by these stakeholders.

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# C.P5 Project Management Processes

- You will identify and plan for regular meetings with your stakeholders
- Your meetings need to be written up properly
- They need to be planned effectively
- You need to have meetings at the start of the project
- At the end of the design phase
- During the implementation phase
- At the closure phase

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# C.P5 Create a Project plan

- Identify a resource plan.
- This is the list of resources – people, websites, books, peers.
- Create a project plan – for Agile this is where you define your Sprints.
- This is the Gantt chart.
- Identify the critical path using critical path analysis.

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# C.P5 Identify contingency

- You need to add contingency to your project plan.
- Identify the priority of your tasks.
- Modify the critical path as appropriate.
- You need to show your plan changing in response to decisions.
- This is evidence of you properly planning your project .

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# C.P5 – Identify The Constraints

- You should have identified these earlier on.
- Now you need to properly clarify and identify any constraints and put numbers to them.
- The constraints are: time, budget, scope, sustainability, ethical and legal.
- A big constraint will be time.
- You only have a short time for the project assignment
- The constraints might affect your project plan.

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# C.P5 Identify Monitoring Milestones

- Identify when you are going to monitor progress.
- See if the tasks have been accomplished on time.
- These are your milestones which for Agile is a constant review with the Client.
- You should have a logbook of problems and solutions e.g. if an iteration repeats.
- You should have a record of all communications about problems.
- You should record progress against the plan.

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# C.P5 – Risk Management

Identify what a risk is

Explain why you want to avoid them as well as crisis management

Explain the risk severity matrix

Explain what an issue is and how risks can become issues

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# C.P5 Risk and Issue Log 1

Identify a list of risks and issues at the beginning

You might have created these in other projects

Calculate a severity for each risk

Manage the medium, high and extreme risks first

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# C.P5 Risk and Issue Log 2

As the project goes on you will need evidence of the risks and issues being addressed.

Some risks or issues could change priority.

They become more or less serious.

They be removed altogether.

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# C.P5 Risk and Issue Log 3

New risks and issues might appear.

You need to record these as well as dates and severity.

The best way to record this is an excel spreadsheet.

You could use online PM tools as well.

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# C.P5 Risk and Issue Log 4

You need to evidence how you will manage risks.

How are you going to eliminate them or prevent them?

Are you going to do nothing about them?

This needs to go into your log.

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# C.P6, C.P7 Execute and Monitor a Project

- Here you will follow all the steps you have planned:
- Monitor the project at the agreed milestones.
- Review and alter the project plan.
- Update the risk and issue register.
- Modify the costs and budget.

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# C.P6, C.P7 Execute and Monitor a Project

Create timesheets with tasks on and issue to the developers.

Make sure times are recorded against the task.

Use the timesheets to update the project plan

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# C.P6, C.P7 Execute and Monitor a Project

- Create a change control register.
- Record requests for change from clients or developers.
- This could be an email or a verbal request.
- You need to evaluate the request feasibility.
- You then need to approve/ reject the change request.

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# C.P6, C.P7 Execute and Monitor a Project

Organise project acceptance

Make sure testing happens

Make sure the results are documented

Confirm acceptance and approval from clients and major stakeholders – Production phase for Agile

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# C.M3 – How is a Merit awarded?

- If you carry out most of the above tasks, you have a pass.
- If you carry out all of the above tasks, you have a merit / distinction
- You will have implemented these tasks as part of an appropriate methodology
- For a merit, you might not have identified all the iterations, or missed out the risks
- E.g. your communication might not have been often enough
- E.g. you will have carried out all tasks well, but not brilliantly

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# BC.D3– How is a Distinction awarded?

- If you carry out all of the above tasks properly, you have a merit / Distinction.
- For a distinction you have applied all process **consistently** and **effectively**.
- E.g. you had regular reviews and identified all risks and issues.
- E.g. if you planned 4 iterations, you executed and monitored 4 iterations.
- E.g. you updated project plans regularly with clear proof of the project changing.
- E.g. you had feedback from your developers and checked their timesheet with the project plan.

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# C.M3 and BC.D3 Information

- This will be down to you to do properly
- Your teacher will give you an indication before the assignment what to do
- During the assignment they cannot tell you how to improve your grade
- It is critical that you understand the steps of your project methodology
- You will need to apply the process consistently and effectively for a distinction

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